

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Fire/Paramedic Lieutenant****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Coordinates the operations of a fire or rescue team during emergency situations and on a daily basis and assists in emergency situations. Ensures maintenance and training standards are met. Evaluates, schedules, develops and disciplines personnel.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	VH	Provides fire suppression and medical emergency duties by evaluating situations, supervising and coordinating operations, ensuring personnel safety, ventilating structures, coordinating emergency incident responses, conducting overhaul operations to minimize smoke and fire damage, may be working supervisor directly suppressing fires and responding to emergency medical calls.
2	L	Performs administrative duties by preparing and providing training classes for station personnel, ordering, maintaining, and filing activity reports, conducting commercial inspections, reporting inspection submissions, preparing correspondence, conducting personnel evaluations, overseeing personnel discipline providing career development opportunities, and maintaining inventory and personnel records.
3	M	Conducts other duties by assigning activities, ordering supplies, performing building repairs and renovations, participating in public education fire prevention and smoke detector installation programs, acting as station captain when required, and overseeing vehicle and equipment maintenance.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with two years of advanced study or training in EMT/Firefighting past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Four (4) years combined experience as a Firefighter EMT, EMT-ST, EMT-C, EMT-P, Fire Inspector, Fire Lieutenant or Assistant Fire Marshal.
Certifications and Other Requirements	Valid Driver's License; current Virginia Department of Fire Programs Certifications in Fire Officer I, (must achieve and maintain within one (1) year of promotion to the rank of Fire Paramedic Lieutenant), Hazmat Awareness and Operations, Emergency Vehicle Operations and/or other "Firefighter Professional Qualifications" as required by the Virginia Administrative Code, current Virginia Department of Health certification as an Emergency Medical Technician (EMT)- Paramedic and current sanctioning to practice as an EMT-Paramedic by the City of Norfolk Medical Director as stipulated by the Virginia Administrative Code; American Heart Association certification in Basic Cardiac Life Support for Health Care Providers, Advanced Cardiac Life Support and Pediatric Advanced Life Support.
Reading	Work requires the ability to read technical manuals, standard operational procedures, medical texts, building and construction codes, maps and schedules.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as the ability to calculate fire flow and hydraulics.
Writing	Work requires the ability to write medical and fire reports, inspection reports, code violations, letters and log books.
Managerial	Managerial responsibilities include assigning work schedules for personnel, maintaining equipment and facilities and overseeing emergency situations.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.

CSC Adopted: October 2001 , CSC Revised:

CLASS REQUIREMENTS

Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and sales representatives. Requires interpersonal contact with victims and families during emergency operations and non-emergency public displays and informational visits to various organizations.
--	--

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium	Heavy X	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Ladders, rooftops, truck platforms
Sitting	F	Computer, desk work, driving, training
Walking	F	Station and vehicle maintenance, rooftops, fire duties
Lifting	F	Medical equipment and supplies, fire equipment and supplies, patients, stretchers, debris
Carrying	F	Medical equipment and supplies, fire equipment and supplies, patients, stretchers, debris
Pushing/Pulling	F	Medical equipment and supplies, fire equipment and supplies
Reaching	F	Medical equipment and supplies, fire equipment and supplies
Handling	F	Medical equipment and supplies, fire equipment and supplies
Fine Dexterity	F	Computer keyboard, writing, checking equipment, patient care
Kneeling	F	Firefighting, patient care, maintenance and cleaning
Crouching	F	Firefighting, patient care, maintenance and cleaning
Crawling	F	Firefighting, patient care, maintenance and cleaning
Bending	F	Firefighting, patient care, maintenance and cleaning
Twisting	F	Firefighting, patient care, maintenance and cleaning
Climbing	F	Ladders, steps, rooftops, truck platforms
Balancing	F	Ladders, steps, rooftops, truck platforms
Vision	C	Computer, desk work, observations at fire scenes, driving
Hearing	C	Firefighters, police, dispatch, doctors/nurses, general public
Talking	C	Firefighters, police, dispatch, doctors/nurses, general public
Foot Controls	F	Driving, depressing siren switch
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Hoses and nozzles, hand tools, ladders, stretchers, IV equipment, oxygen, EKG monitor, glucometer, stethoscope, computer, Standard Microsoft Windows and Office software, Firehouse Software, KDT, laser or inkjet printer, fax machine, telephone, copy machine

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
-----------	-------------------------------	--------------------------------	----------------	-----------

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	W	Dirt and Dust	D	Office Environment	--
Chemical Hazards	W	Extreme Temperatures	D	Warehouse	--
Electrical Hazards	W	Noise and Vibration	D	Shop	--
Fire Hazards	D	Fumes and Odors	D	Vehicle	--
Explosives	M	Wetness/Humidity	D	Outdoors	X
Communicable Diseases	D	Darkness or Poor Lighting	D	Other (see 2 below)	--
Physical Danger or Abuse	D				
Other (see 1 below)	N				

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Helmet, safety shoes, exam gloves, firefighting gloves, safety glasses, fire coat, pants and boots, face shield, protective mask, infection control gown, fire retardant hood, air tank

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)